SDSU | San Diego State University

School of Social Work



Graduate Student Handbook
Academic Year 2026-2027

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Graduate Student Handbook – 2026-2027

Revised by: Shelly Paule, LCSW & Dahlia Fuentes, PhD

Effective Fall 2026

Welcome to the graduate program in Social Work at San Diego State University. We hope the time you spend with us will be rewarding. To help make sure this time is as trouble free as possible, we are providing you with this *Graduate Student Handbook.* It may be downloaded from the School of Social Work website at: https://socialwork.sdsu.edu/resources.

I. MSW PROGRAM MISSION AND GOALS

The mission of the MSW program is to prepare versatile leaders for professional, ethical, and advanced specialist social work practice. The program focuses on evidence-informed practices, advancing equity and social justice, promoting human rights, and engaging in social action to enhance individual and community well-being. The program prepares graduates to meet the evolving needs of the diverse US-Mexico border-connected region, Tribal and Indigenous communities, and beyond.

MSW Program Goals:

The goals of the MSW Program are to implement the mission by preparing advanced practitioners in the specialized areas of Direct Practice/Clinical or Administration/Community Development (Macro) who:

1. Are well-grounded in the values and ethics of the profession;
2. Have multiple competencies that can be used in a wide variety of settings, with systems of various sizes and with diverse and vulnerable populations;
3. Are able to critically examine issues of social, economic, and environmental justice and are committed to the realization of human rights;
4. Utilize research evidence in practice decision-making;
5. Are committed to lifelong professional development; and
6. Are prepared to be leaders in the profession.

II. COMMUNICATIONS AND ADVISING

Website: socialwork.sdsu.edu or www.sdsu.edu (Social Work in Department Directory) SDSU School of Social

Social Work office: Hepner Hall room 119 (619) 594-6865

Graduate Advisor

Social Work Graduate Advisor: Shelly Paule, MSW, LCSW

Office: Hepner Hall (HH) 118; Email: slpaule@sdsu.edu

Office Hours: Schedule an appointment: https://calendly.com/shellypaulelcsw/office-hours-coaching

The Social Work Graduate Advisor is your link to the University and the School of Social Work. The Graduate Advisor provides academic direction and support for all enrolled students in our MSW Program, including information and counsel on program and course requirements as well as administrative procedures.

In Fall 2026, the Social Work Graduate Advisor for the Master of Social Work program is Shelly Paule, LCSW, although the single term "Graduate Advisor" will be used throughout this handbook

Role of Graduate Advisor:

- Provide information about the requirements and policies of the College of Graduate Studies.
- Provide feedback on the progress of students toward completion of the MSW degree. The Graduate Advisor: (a) monitors the academic progress of all students in the MSW Program; (b) contacts students if their GPA falls below the expected level of 3.0, they earn a grade less than a 'C' and/or if they are placed on academic probation; and (c) counsels these students on ways that may improve their academic performance to regain good academic standing.
- Complete necessary paperwork when students need to change their status (e.g., from conditional to classified to advancement to candidacy or from full-time to 3-year or 4-year programs).
- Complete and send to the College of Graduate Studies any necessary paperwork related to students' progress through the MSW Program and toward Graduation.
- Provide students with information related to taking a Leave of Absence (see Page 10 of this Handbook).
- Refer students to the office of Student Disability Services if it appears that assessing the need for special accommodations might be helpful (see Page 14 of this Handbook).
- Refer students to resources on campus that may be helpful to their progress through the MSW program (e.g., tutoring, Student Health Services, SDSU Counseling and Psychological Services, etc.).
- Refer students interested in completing a thesis or publishable paper to faculty members whose research expertise aligns with the students' interests and research questions.
- Inform students (generally through the Canvas Social Work Homeroom Announcements) about opportunities for scholarships and fellowships.
- Act as a resource to students and faculty when assistance is needed relating to the course.
- Provide students information about the policies governing the academic and administrative probation and disqualification (see Pages 18-21). Receive notification from faculty related to incidents of concerning behavior by students (i.e., cheating, plagiarism, misconduct), meet with students to understand what occurred, and provide information regarding next steps.
- Receive student feedback (at Info Sessions and meetings and throughout the year via email) related to their opinions about the curriculum and other aspects of the MSW program. Communicate the feedback to the School of Social Work Director, Curriculum Committee, and to the faculty.
- Email Graduate Announcements to inform students of important events related to their matriculation at the School of Social Work. A condensed version of the Graduate Announcements will also be posted on the School of Social Work Home Room Canvas course.

Please note that the Graduate Advisor provides academic advising once you have been admitted to the MSW program and have begun your first semester of coursework. Questions related to Admissions, or questions by newly accepted students prior to the beginning of their first semester of coursework should be directed to the MSW Admissions office: mswadmissions@sdsu.edu.

Documentation: Please Keep a File

It is extremely important that all students keep their own running file of all official actions regarding their status, including copies of documents sent to them by the School of Social Work or by the University including the

College of Graduate Studies, Office of Admissions, and Office of the Registrar. This includes all important memos from the school regarding requirements, curriculum, field practicum due dates, etc.

Please keep all Syllabi!! Students may need copies of their course syllabi and Field Intern Evaluations for verification for license requirements 5 or 10 years from now.

It is each student's responsibility to monitor email, my.sdsu.edu and the School of Social Work Canvas Homeroom for important information. This is your graduate school experience and ultimately, you are responsible for meeting the expectations regarding timing, course requirements, and other responsibilities related to placement/internship.

University Catalog and the College of Graduate Studies Master's Student Handbook

Students are responsible for all information contained in the current University Catalog https://catalog.sdsu.edu/. In addition, the College of Graduate Studies and their Master's Student Handbook provide an overview of masters-level graduate programs and policies at SDSU that you must know (https://grad.sdsu.edu/current-students/grad-resources). This document, the *SDSU MSW Graduate Student Handbook 2026-2027* is meant to supplement (not replace) the *University Catalog* and the *Master's Student Handbook*. As a graduate student in the School of Social Work, you are responsible for reading and being familiar with the contents of these documents.

Bulletin Boards

Important information is often posted on the School of Social Work bulletin boards in the glass cases outside the Social Work Office (HH 119). This includes general information, announcements of upcoming events, and Field Education announcements. Other bulletin boards are allocated to the Social Work Alumni Association, Graduate Student Social Work Association, and other recognized student organizations affiliated with the School of Social Work.

Notices may not be posted on School bulletin boards without prior approval of the administration of the School of Social Work. If you have questions related to posting notices on School of Social Work bulletin boards, please contact the Graduate Advisor.

SDSU Email

SDSU has partnered with Google to provide free gmail accounts to all current students, faculty, and staff. Students are assigned an @sdsu.edu email account as part of the application process, and it is used in the SDSUid single sign-on process. "Single sign on" allows you to access many electronic systems through your web browser without having to log in through separate accounts. It is a requirement of the School of Social Work that students use their SDSU email accounts (not personal email) when communicating with School of Social Work faculty, staff and administration. In accordance with SDSU Senate Policy, students shall be responsible for checking their official email messages in order to stay current with university communications. More information: it.sdsu.edu/help/google.

Communications Central: Social Work Homeroom

Communication within the School of Social Work is primarily by email and through the Canvas Homeroom/course entitled, "School of Social Work HR." While notices to students from the Graduate Advisor related to their academic progress (e.g., probation status, problems with fulfilling course requirements, etc.) will be sent via email, general announcements on advising, important deadlines, and community events will be sent through the Social Work Homeroom.

It is the responsibility of School of Social Work students to read messages sent to them from the Social Work HR, as these often contain important information and updates regarding program requirements and deadlines. Students should inform the School of Social Work of any changes in their address, phone number, and personal email. Changes may be reported to the Office Staff in the School of Social Work Office (HH 119); Joanne Rullan (jrullan@sdsu.edu).

All graduate students will have access to the Canvas Social Work HR. School of Social Work staff member, Joanne Rullan, is the designated instructor for the "Social Work HR". Students may communicate with other students through email using this site. It is also possible for recognized student organizations to set up their own Discussion Board. If you have questions about the Social Work Homeroom in Canvas, please contact Joanne Rullan: jrullan@sdsu.edu.

The School of Social Work has established social media accounts (Facebook and Instagram). Please contact Joanne Rullan (jrullan@sdsu.edu) if you wish to submit an announcement for consideration. Links to all of these can be found on the front of the School's webpage: https://socialwork.sdsu.edu/contact-us.

Information Sessions

The School of Social Work holds Information sessions each semester for student understanding of upcoming curriculum requirements, events, to obtain input on the program, policies and procedures of the school. The Graduate Advisor coordinates these meetings.

The Fall Information Session: (a) reviews various aspects of the specialized/advanced level (SWORK 700 level) course of study; (b) outlines electives according to student areas of interest; (c) discusses the CSU Culminating Experience Requirement, which for our the MSW program students have the option of 1. Thesis or Publishable Paper or 2. Comprehensive Exam, etc.), and (d) provides information about the advanced year (i.e., SWORK 700 level) field placement process.

There are two Information Sessions during the Spring Semester. The meeting for SWORK 600 level students focuses on policies and procedures related to the Qualifying Exam, while the meeting for SWORK 700 level students discusses policies and procedures of the Comprehensive Exam, reviews content areas included in the Exam, and provides suggestions for study and preparation. Please note that this information might be provided as a separate meeting by instructors instead. Student feedback and input about the MSW program will be requested to gather information toward providing a high-quality experience and student success. Notice of the Information Sessions will be emailed to students as part of the Graduate Announcements, as well as posted as an announcement on the Social Work Homeroom on Canvas, mentioned above.

Please note that the SSW Curriculum Committee sponsors two (one for Direct Practice, one for admin/CD) Comprehensive Review Study sessions in the Spring Semester. These are facilitated by faculty and should not be confused with any student-led study sessions. Information on the Comprehensive Exam Review Sessions will be made available to you in the Spring.

Mentoring by Faculty

Advising related to specific course content or assignments should be sought from the course instructor. The instructor may assist you in overcoming difficulties you may have with understanding particular subject matter, designing and conducting research, or conceptualizing and developing frameworks for your future practice in social work.

Students are encouraged to visit their instructors during their office hours and to form mentoring relationships

with faculty who have teaching or research expertise that are similar to their own interests. Such relationships may be helpful to students in developing professional skills (e.g., writing reports, papers or grant proposals; making professional presentations in group projects or at workshops or conferences; establishing professional networks; developing interviewing skills, etc.).

Students who are interested in research may find mentoring by faculty members to be helpful in staying aware of cutting-edge ideas in their field of interest, gaining training about research methodology, and learning about research ethics.

Students who elect to complete a thesis or publishable article option should seek mentoring from their thesis chair or committee members. The thesis chair will assist students in developing a thesis/article topic and outlining a realistic time frame for completing the thesis (see Pages 18-21 of this Handbook). As an alternative to a thesis, a student may choose to work with a faculty member in completing a small research project and writing an article to be submitted to a peer reviewed publication (see Page 20 of this Handbook). Opportunities related to thesis research or the development of a publishable paper may include participating in activities to disseminate the research to professional colleagues (e.g., presenting at a professional conference or at the annual Student Research Symposium sponsored by the Division of Research Affairs).

Faculty Office Hours and Contact Information

For the Faculty Directory, please refer to the SDSU School of Social Work website – http://socialwork.sdsu.edu. Faculty Office Hours are posted in the School of Social Work Main Office, HH 119. If you are making a special trip to campus to see a professor, you may want to email or call ahead to ensure that the professor is available.

Office Hours for Director of the School of Social Work

Dr. Min has an open door policy; students may stop by his office or schedule an appointment by contacting Joanne Rullan, Administrative Support Assistant, at jrullan@sdsu.edu.

Important announcements throughout the year will be sent through the Canvas Social Work Homeroom. Stay in touch with the School of Social Work by liking us on Facebook: *San Diego State University School of Social Work*, check the Facebook page to learn about important activities, including those sponsored by Dr. Min.

Contact Information: Updating Student Addresses, Phone, and Email

Students are expected to keep their contact information current with the University and the School of Social Work administration. They may update their contact information through my.SDSU.edu (https://my.sdsu.edu/guides/update-contact-information), but also need to notify the School of Social Work directly about changes to their address, telephone number, or personal email. These changes can be made in person at the Social Work Office (HH 119) or emailed to Joanne Rullan (jrullan@sdsu.edu). Please note that email is the primary means that the faculty and administration of the School of Social Work communicate with students outside of the classroom or office hours. It is therefore imperative that students regularly and carefully monitor their SDSU email account.

Job Notices

- Job announcements are posted on the School of Social Work website on our job board at: http://socialwork.sdsu.edu/career/job-board-for-students-and-grads/. Job announcements may also be emailed to MSW students in the School of Social Work through the Canvas Social Work Homeroom.
- Please also consult with SDSU Career Services at: https://career.sdsu.edu/. They can assist you with your job search and resume.

III. UNIVERSITY AND SCHOOL OF SOCIAL WORK (SSW) POLICIES

Registration through my.SDSU.edu

Registration is administered by the Office of the Registrar, and is done online through my.SDSU each semester. Students can view their registration window through my.SDSU. You will use your nine-digit student identification number, currently called the EmplID number, to register. The registration guide can be found here: https://registrar.sdsu.edu/students/registration/mysdsu- registration-guide.

** SDSU implements a web-based first-in, first-off waitlist system. Refer to the guidelines for details: https://registrar.sdsu.edu/students/registration/waitlist.

Admissions: Conditional Student Status

Be familiar with the "Know Your Status" section of the Master's Student Handbook offered by the College of Graduate Studies (https://grad.sdsu.edu/current-students/grad-resources). Most students admitted to the School of Social Work are given the status of "Classified" upon their admission.

Occasionally, students may be admitted under "Conditional" status. This means that certain conditions (e.g., 3.0 GPA in all coursework) must be met within a specified time period (generally 12 units). If students with Conditional status do not meet the specified conditions by the time period indicated, they will not be allowed to continue in the MSW Program, unless the Graduate Advisor grants an extension for the conditions. Once conditions have been met, the Graduate Advisor will submit a Change of Status form to the College of Graduate Studies, which will change the student's status to Classified

For questions related to Conditional and Classified Status, please contact MSW Admissions at mswadmissions@sdsu.edu, or the Graduate Advisor.

Transfer of Units

A maximum of 18 graduate units may be transferred from a CSWE-accredited School of Social Work MSW program. Only Social Work courses can be used to substitute for the required coursework in the program. If you have graduate Social Work courses to transfer, you must see the MSW Admissions Office (mswadmissions@sdsu.edu), who will work together with the Graduate Advisor, for an evaluation and the submission of the required paperwork, and you must make sure that the transcripts of the work are on file with Graduate Admissions. Transfer credit will not be accepted for the advanced practice courses (SWORK 744, 739, 740, and 745), advanced research courses (SWORK 791, 797), or the MSW II Advanced Field Practicum course (SWORK 750, 755).

Refer to the "Transfer courses" section of the Master's Student Handbook offered by the College of Graduate Studies (https://grad.sdsu.edu/current-students/grad-resources) for more details.

The School of Social Work does not accept life/work experience as transfer credit, or in lieu of any course requirements or academic credits.

Dropping and Adding Classes

The University provides a schedule adjustment period when classes may be dropped and/or added. Adding a class follows the procedures developed by the Office of the Registrar (http://registrar.sdsu.edu/students/registration). The School of Social Work administration discourages instructors from accepting students beyond the

recommended class size for a course section, especially when seats are available in another section of the same course.

Please refer to the University calendar for the Add/Drop deadline: https://registrar.sdsu.edu/calendars/academic.

Students may be permitted to add or drop classes after the deadline, but will have to pay a fee to do so. Please note that dropping classes after the deadline is considered only with a documented, serious, and compelling reason, and generally entails dropping all coursework for the semester, as opposed to a single class.

As per the Office of the Registrar, "Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in courses."

Refer to the "Withdrawal or Late Schedule Adjustments" section of SDSU Office of the Registrar's website for more details: https://registrar.sdsu.edu/students/academic_status/withdrawal-late-schedule- adjustment.

If you find that you have a serious, compelling reason (e.g., severe illness, family emergency) for dropping your coursework, please contact the Graduate Advisor.

Leave Of Absence

Students need to file a leave of absence every semester that they are not matriculating. Students are allowed to take up to four semesters of approved leave of absence:
https://registrar.sdsu.edu/students/academic_status/leave_of_absence

It is your responsibility to meet all the necessary application and registration deadlines for the semester in which you intend to resume your courses. This includes deadlines for applying for a social work field placement (SWORK 650, 750, 755). Please be advised that a leave of absence may delay your timely progression through the program. For example, prerequisites for enrollment in a course must be met. It is your responsibility to notify the Graduate Advisor of your intent to take a leave of absence. If you are in the SWORK 650, 750, or 755 Field Practicum course or have applied for a field practicum course, you must also notify Amanda Lee, LCSW, Director of Field Education, that you no longer wish a field placement. These notifications should be done via email

Change in Program & Area of Specialization

Students are accepted into the program under 1-year, 2-year, 3-year, or 4-year options. If you are in the full-time (2-year) program, or the 3-year program, and find that you need to reduce your course load, please complete the Requesting Change in MSW Graduate Program Status form at the end of this Handbook. You will need to meet with the Graduate Advisor to obtain approval to change programs. If the change in program results in a year-long delay of a Field course, you must inform Amanda Lee, LCSW, Director of Field Education, that you will not be enrolling in Field.

Students can only change their Area of Specialization based on availability in the desired Specialization. To initiate this change, approval from the Graduate Advisor is required. Please schedule a meeting with the Graduate Advisor to discuss the process and potential for approval. Please note, approval of changing specialization is determined based on a multiple of program factors, and is as such, not guaranteed.

Seven Year Rule – Completion of Requirements for the MSW

No course on an Official Program of Study can be accepted that will be more than 7 years old on the date of the award of your degree. This is the "Seven-Year Rule" observed by almost all graduate schools. This means that you

have 7 years from the date of the first course listed on the official program of study to complete your degree. After 7 years, your coursework becomes ineligible to count toward a degree. Please contact the Graduate Advisor if you have concerns that any of your previous coursework was completed more than 7 years ago.

Coursework that is no longer eligible to count toward a degree may be considered for validation of "recency." Please contact the Graduate Advisor for an explanation of this option. Also refer to the Degree Time Limitations section of the Requirements for Master's Degrees in the SDSU Online Catalog; https://catalog.sdsu.edu/index.php.

Academic Expectations

Students must maintain a cumulative 3.0 grade point average (GPA) in all coursework taken in the Graduate program in order to remain in good standing and be eligible to be awarded the MSW. If you receive a grade of C in a course, it must be balanced by grades in one or more other courses that raise your overall grade point average to at least 3.0. A grade of C- or below is not acceptable, even if a 3.0 average is achieved. A course in which a C- or below is given must be repeated.

The Graduate Advisor of the School of Social Work is responsible for the periodic review and evaluation of all graduate students' progress toward achieving the Master of Social Work Degree. In keeping with the requirement of the College of Graduate Studies that all graduate students remain in good academic standing during the course of their study, it is a serious concern to the School of Social Work if the student is not maintaining a cumulative overall average grade of 3.0 or better throughout their matriculation. For example, students cannot be advanced to candidacy for the MSW degree unless they have: (a) successfully completed all 600-level coursework and (b) have a GPA of at least 3.0. Furthermore, students are not allowed to sit for the Comprehensive Exam or file a Thesis Committee Form unless they have been advanced to candidacy and have a GPA of 3.0 in both their overall GPA and the social work courses on their Official Program of Study, per their Degree Evaluation. (See "Important Milestones to Graduation" and "Comprehensive Exam/Thesis/ Publishable Paper" sections of this Handbook). Also refer to the "Grade Point Averages" section of the Requirements for Master's Degrees in the SDSU Online Catalog: https://catalog.sdsu.edu/index.php.

The University does not confer a graduate degree to students who complete their Official Program of Study with a GPA below 3.0. Failure to achieve a 3.0 GPA could result in being disqualified from the MSW program. It is the student's responsibility to be aware of all requirements for graduation, including the GPA requirements and whether or not the requirements have been met.

The Graduate Advisor reviews the academic performance of all students at the end of each semester. As a courtesy, the Graduate Advisor will send notices to those students whose GPA is below the required 3.0, or who have other problems in their Official Program of Study (i.e., courses that need to be retaken, outstanding grades of Incomplete, or other situations that stop their academic progress and/or impact their eligibility to take the MSW Generalist-level Qualifying Exam and Comprehensive Exams, or to graduate). If you receive a notice about your academic performance, you should contact and make an appointment with the Graduate Advisor to discuss your situation and make a plan for improvement.

Academic Probation

The University requires that graduate students maintain a cumulative GPA of 3.0 or above. If a student's GPA drops below 3.0, they will be placed on Academic Probation. The student has two semesters to bring their overall cumulative GPA back to 3.0 or above. A term GPA of 3.0 or above is required in the semester immediately following being placed on Probation; otherwise, the College of Graduate Studies will disqualify the student from the University. If the student obtains a term GPA of 3.0 or above, they are allowed to continue in the MSW program; however, they must still have the overall cumulative GPA of 3.0 or above by the end of the next

semester or they will be disqualified from the University. If at the end of the second semester the student has attained a 3.0 or better on all work attempted at San Diego State University, academic probation will be lifted. (https://registrar.sdsu.edu/students/academic_status/grad-probation-disqualification)

Consequences of "No Credit" Grades in Field Coursework

The MSW I and MSW II Field Practicums (SWORK 650 or SWORK 750/755 courses) are graded on a Credit (CR) or No Credit (NC) basis. Please note that a grade of No Credit (NC) in SWORK 650, 750, or 755 courses will result in an automatic disqualification from the Social Work program.

Reinstatement of Academically Disqualified Students

Students who have been disqualified from further attendance at the University may not attend SDSU for one full semester. They must file an application for readmission and file a $70 readmission fee https://registrar.sdsu.edu/students/academic_status/grad-probation-disqualification. This form can be located on my.sdsu.edu. To return to the MSW program, the disqualified student must first meet with the Graduate Advisor and file an application for re-admission to the Graduate Advisor, Associate Director and Director for the SSW. Readmission to the university is NOT automatic. The graduate adviser and the Associate Director will consider each applicant on an individual basis and provide recommendations to the SSW Director and Dean of the College of Graduate Studies.

School of Social Work Grading Policy

Faculty members in the School of Social Work take great care in the assignment of grades. The grading policy is as follows:

%	Grade
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

The grades at the School of Social Work will reflect the University policy. No formula for a "curve" is appropriate for all classes, but faculty members are expected to use all grades among academic levels. The grade for average achievement in undergraduate programs is C; the grade for average graduate achievement is B. Graduate grades, as per University policy are:

A: Outstanding achievement
B: Average
C: Minimally passing
D: Unacceptable for graduate credit
F: Failing
Cr: Credit
NC: No Credit

RP: Report in Progress
I: Incomplete authorized
IC: Incomplete Charged
WU: Withdrawal Unauthorized

These grades are further defined by the criteria described below.

Grading Guidelines:

- Grades of A or A- are reserved for student work that not only demonstrates excellent mastery of content, but also shows that the student has (a) undertaken complex tasks, (b) applied critical thinking skills to the assignment, and/or (c) demonstrated creativity in their approach to the assignment. The degree to which the student demonstrates these skills determines whether they receive an A or an A-.
- A grade of B+ is given to work that is judged to be very good. This grade denotes that a student has demonstrated a more-than-satisfactory understanding of the material being tested and has exceeded expectations in the assignment.
- A grade of B is given to student work that meets the basic requirements of the assignment. It denotes that the student has done satisfactory work on the assignment and meets the expectations of the course.
- A grade of B- denotes that a student's performance was less than satisfactory on an assignment, reflecting only a moderate grasp of content, and is below expectations.
- A grade of C reflects a minimal grasp of the assignments, poor organization of ideas, and/or several significant areas requiring improvement.
- Grades between C- and F denote a failure to meet minimum standards, reflecting serious deficiencies in a student's performance on the assignment.
- A grade of Credit in graduate-level courses is equivalent to a grade of 3.0 or higher (B and above).
- A grade of No Credit in graduate-level courses is equivalent to grades that earn less than 3.0 grade points (B- and below).
- A grade of RP (Report in Progress) is used in courses that extend more than one term (e.g., Field courses: SWORK 650, 750, and 755). It indicates that work is in progress, has been evaluated, and is satisfactory to date. In assigning grades, the assumption will be that the student has completed the assignment at an average level of achievement (B for graduate students; C for undergraduate students). Students who demonstrate higher or lower performance levels will receive grades consistent with the guidelines provided, including plus and minus grades.

Incompletes

A grade of Incomplete (I) indicates that a small, clearly identifiable portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons (e.g., personal illnesses, disabling accidents, or family emergencies). It is the student's responsibility to inform their instructor if they have an emergency and believe they must resort to an Incomplete. If the instructor agrees that an emergency situation exists, they will determine with the student how the remaining course requirements will be completed.

University policy on Incomplete Authorized grades and the Incomplete Agreement:
https://registrar.sdsu.edu/faculty_staff/courses_grades/incomplete_i_agreement

In most cases, the student must have completed at least 70% of course assignments/course work in order to be granted an Incomplete. The grade for the course will be assigned when the remaining work is completed and evaluated.

An Incomplete not made up within a one year automatically converts to an Incomplete Charged (IC). An IC grade

counts as an F in the calculation of your GPA. This is the case whether or not the student maintains continuous enrollment. Please note that a grade of Incomplete in the Field practicum courses must be made up before the next semester's Field course begins.

Please be advised that a grade of Incomplete may interfere with timely progression through the program. A course with a grade of (I) does not fulfill the prerequisite requirements of another course. Students will not be eligible to take the Comprehensive Exam if they have any outstanding Incomplete grades.

SDSU Student Disability Services

The School of Social Work abides by the Americans with Disabilities Act of 1990 as amended. Students who have disabilities that can potentially impact their academic performance may request special accommodations by contacting the SDSU Student Disability Services. Students who suspect they may have a disability should contact Student Disability Services and request an informational session with a counselor. If the counselor agrees that the student's concerns may reflect a disability, the counselor will refer the student for an evaluation.

If you are a student with a disability and believe you will need accommodations for any or all of your classes, it is your responsibility to contact Student Disability Services at (619) 594-6473; sds@sdsu.edu. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services.

If a Student Disability Services evaluation determines that a student has a disability and is eligible for academic accommodations (e.g., extended time for taking exams), it is the student's responsibility to inform instructors and provide the necessary documentation from Student Disability Services for appropriate academic accommodations. Please refer to the SDSU Student Disability Services website at http://go.sdsu.edu/student_affairs/sds/ for additional information.

Students who are requesting academic accommodations for the SWORK 650, 750, and 755 Field Practicum courses need to follow these procedures:

1. Before the student's field practicum application due date, contact Student Disability Services for an evaluation.
2. Obtain a letter from Student Disability Services stating the requested appropriate academic accommodations.
3. Obtain and provide a copy of the completed Release of Information from Student Disability Services for the Director of Field Education, Field Faculty, and Field Instructor for consultation with Student Disability Services.
4. Inform the Field Instructor / agency field practicum directly or provide written authorization/documentation. Written authorization should include your signature and date, indicating you are authorizing the Director of Field Education or Field Faculty to inform the Field Instructor /agency field practicum of the requested reasonable academic accommodations.

Reasonable academic accommodations need to be requested through Student Disability Services before coursework is started. Course instructors and Field faculty are not responsible for providing these accommodations after the fact (e.g., student informing faculty after exams, papers, presentations, at the end of the semester, etc.).

For the Comprehensive Exam, students who need SDS testing accommodations need to inform the Graduate Advisor at least two months prior to the scheduled Comprehensive Exam. The Graduate Advisor and Associate Director work with the SDS Testing Accommodations Center to arrange for appropriate academic accommodations for the student to take the Comprehensive Exam.

IV. MSW COURSEWORK – UNIVERSITY & SCHOOL OF SOCIAL WORK POLICIES

All graduate study at San Diego State comes under the supervision of the University's College of Graduate Studies which establishes the general requirements for admission, graduate status and changes of status, probation, disqualification, advancement to candidacy, graduation, and ultimately the awarding of advanced degrees. For the student, this means understanding the processes involved, filing the proper forms on time, and fulfilling certain responsibilities. It is strongly recommended that you read the sections of the University Catalog related to the requirements of a Master's degree, with special attention to the sections related to the School of Social Work.

Program of Study and Degree Evaluations

The School of Social Work offers several accredited academic programs of study at the master's level:

- Master of Social Work Degree (MSW) – 2-Year, 3-Year, 4-Year Options
- Master of Social Work Degree (MSW) – Advanced Standing Program (ASP)
- Master of Social Work Degree and Master of Public Health Degree (MSW/MPH) - concurrent degrees
- Master of Social Work Degree and Juris Doctor Degree (MSW/JD) – concurrent degrees

Information specific to the Master in Social Work (MSW) degree is presented below. Information specific to either of the concurrent programs can be obtained by contacting the Graduate Advisor using the hyperlinks on the School of Social Work website at https://socialwork.sdsu.edu/academics/graduate.
Note: SDSU is currently not accepting applications for the MSW/JD concurrent programs.

The MSW program is a 60-unit program of study (38 units for the Advanced Standing Program) organized around two distinct areas of specialization. Each student's official **Program of Study** identifies their area of specialization: Direct Practice/Clinical or Administration/Community Development.

Within each Specialization, students may use their elective courses to further their interest in various service areas in social work (e.g., child welfare, mental/behavioral health practice, health and aging, school social work).

Students' progress toward their degree completion can be tracked via the Degree Evaluation (also called the degree audit report). The report includes the **Program of Study**, GPA, and advancement-to-candidacy requirements. Visit the College of Graduate Studies website for additional information on Degree Evaluations: https://grad.sdsu.edu/current_grad_students/degree_completion

Graduate Field Education

School of Social Work policies and procedures related to Field Education are contained in a separate document, Student Field Manual. This Manual may be accessed on the School of Social Work Field Education website http://socialwork.sdsu.edu/field/student-resources/field-manual/. You are responsible for knowing all policies and procedures related to the Field Practicum courses. For questions, please contact the Director of Field Education, Amanda Lee, LCSW.

Course Sequencing

Courses in the School of Social Work are described in the University Catalog. The sequence of courses for the MSW Program is outlined in the following table and is also posted on the School of Social Work website at: http://socialwork.sdsu.edu/. For questions related to the sequencing of your coursework, contact the Graduate Advisor. Please refer to the Course Sequence Table below:

Sequencing of Courses taken under Options permitted MSW Graduate students.

	Advanced Standing		2 year		3 year		4 year	
	Direct	Administration Community Development	Direct	Administration Community Development	Direct	Administration Community Development	Direct	Administration Community Development
	Number (units)		Number (units)		Number (units)		Number (units)	
1st Year								
Bridge	670 (3), 671 (3)							
Research	610 (3), 791 (3)		690 (3), 610 (3)		690 (3)		690 (3)	
Policy	702 (3)		601 (3)		601 (3)		601 (3)	
HBSE	720*(3)		619 (3), 620A (3)		619 (3), 620A (3)		619 (3), 620A (3)	
Practice	744 (3), 739 (3)	740 (3)	630 (3), 631 (3), 632 (3)					
Field	750 (8)	755 (8)	650 (7)					
Electives (6-9 units)	590, 596, 696, 745, 758, 780, 781, and/or out-of- department							
2nd Year								
Research			791 (3) or 797 (3)		610 (3)		610 (3)	
Policy			702 (3)					
HBSE			720*(3)					
Practice			744 (3), 739 (3)	740 (3)	630 (3), 631 (3), 632 (3)		630 (3), 631 (3), 632 (3)	
Field			750 (8)	755 (8)	650 (7)		650 (7)	
Electives 6-9 units)			590, 596, 696, 745, 758, 780, 781, and/or out-of- department					
3rd Year								
Research					791 (3) or 797 (3)			
Policy					702 (3)		702 (3)	
HBSE					720*(3)		720*(3)	
Practice					744 (3), 739 (3)	740 (3)		
Field					750 (8)	755 (8)		
Electives 6-9 units)					590, 596, 696, 745, 758, 780, 781, and/or out-of- department		590, 596, 696, 745, 758, 780, 781, and/or out-of- department	
4th Year								
Research							791 (3) or 797 (3)	
Practice							744 (3), 739 (3)	740 (3),
Field							750 (8)	755 (8)

*720 Civic Engagement is required for all in the Administration/Community Development specialization. Direct Practice/Clinical specialization students can take any 720 course to meet the Advanced Human Behavior Requirement

Electives and Out-of-Department Electives

Students are not allowed to take elective courses until they have completed the SWORK 600-level coursework and taken the MSW Generalist-level Qualifying Exam. The foundation courses are considered prerequisites for the SWORK 700-level coursework, including elective courses. Exceptions are made for students who pass Waiver Exams for SWORK 601, 619, and/or 690, or who have transfer credit. The Graduate Advisor may approve these students to take electives, even though they have not yet finished the SWORK 600 foundation level coursework. Six units of electives (or two courses) may be taken in other departments with the approval of the Graduate Advisor.

Although we offer a variety of electives in the Social Work Program, students may wish to take some elective units in another department at San Diego State University. A Petition for Adjustment of Academic Requirement for the Master's Degree form signed by the Graduate Advisor must be filed and accepted by the College of Graduate Studies. All such courses must be related to social work and must be approved by the Graduate Advisor prior to enrollment. If you wish to take an out-of- department elective, you should email the Graduate Advisor and provide a description of the course, the course syllabus, and a statement about why you wish to take it. Approval will be based on the Graduate Advisor's determination that the course is relevant to your Official Program of Study and that similar content taught from a social work perspective could not be obtained by taking an elective in the School of Social Work.

Students wishing to pursue California LCSW licensure after graduation should check with the California Board of Behavioral Sciences (http://www.bbs.ca.gov) to see what coursework is currently required for eligibility to take the LCSW examinations. Please note that the California Business and Professions Code (California Board of Behavioral Sciences – BBS Statutes and Regulations) requires pre-licensure coursework in child abuse, substance abuse, domestic violence, aging & long term care, law & ethics, and human sexuality to be eligible for the California State Licensed Clinical Social Worker (LCSW). The SDSU School of Social Work has shared with the BBS curriculum that meets pre-licensure requirements.

Important Milestones to Graduation

The following is a brief summary of the **"Steps to Graduation,"** which are discussed in detail in the various sections of this *Handbook:*

1. Achieve Classified Status in the MSW program. Most students are admitted as "classified" students. Some will be admitted as "conditionally classified." Students admitted conditionally will become classified when the conditions are met.
2. Maintain an overall GPA of 3.0 or above.
3. Pass all SWORK 600-level courses with a grade of at least a C.
4. Complete and pass the MSW Qualifying Exam.
5. Be Advanced to Candidacy. For many students, this usually takes place during Summer term between finishing SWORK 600-level courses and beginning SWORK 700-level courses. For Advanced Standing students, it usually takes place after the end of the Fall Semester. However, in order to be "Advanced to Candidacy", a student must have a GPA of at least 3.00 for completed courses listed on the Official Program of Study and an overall GPA of at least
   3.00 for all completed courses that are at the 300 level or above. The Graduate Advisor will advance the student to candidacy when they become eligible.
6. Pass all SWORK 700-level courses with a grade of at least a C while maintaining an overall GPA of at least 3.00.
7. File for Graduation with the College of Graduate Studies (see discussion below). Please note that students who have not been advanced to candidacy before the administration of the Comprehensive Exam will not become eligible to graduate until Summer semester at the earliest.
8. Take and pass the Comprehensive Exam; complete and defend a Thesis; or complete a publishable

article under the supervision of a faculty member. Please note that the completion of any of these alternatives cannot be reported to the Graduate Division unless the student has first achieved "Candidacy" (i.e., is Advanced to Candidacy).

MSW Generalist-level Qualifying Exam

All students must participate and pass the MSW Generalist-level Qualifying Exam administered by the School of Social Work as one of the requirements for advancement to candidacy and the MSW degree. The Qualifying Exam covers content in the generalist social work coursework. The Qualifying Exam takes place in the Spring semester (May) when you complete the Generalist coursework. Students will be notified of their eligibility to take the required MSW Generalist-level Qualifying Exam in the first week of May. MSW Qualifying Exam guidelines and study guide are posted on the social work student resources website https://socialwork.sdsu.edu/resources. Results from the Qualifying Exam are compiled and aggregated to inform student competency on the nine EPAS, and details are posted on https://socialwork.sdsu.edu/academics.

Thesis or Comprehensive Exam

In addition to completing the courses listed on their Official Program of Study and completing and passing the MSW Generalist-level Qualifying Exam, all students must complete a Culminating Experience for a Master's degree. When a student is admitted to the MSW program, they agree to complete a Thesis (Plan A) or take the Comprehensive Exam (Plan B). The School of Social Work offers an alternative method for meeting the Comprehensive Exam requirements: writing a research article for publication. The decision for selecting the Culminating Experience is made when you register for your Fall courses for your last year of the MSW program.

Thesis (Plan A)

If you are planning to do a Thesis, you should have your ideas and procedures worked out long before your last academic year when your choice to do a Thesis becomes official. The Plan A option becomes official with the university upon registration in 799A. Information on the requirements and conduct of a Thesis will be discussed in the SWORK 690 Research class and can be found in the University guide to the conduct of a Thesis at SDSU. Please contact the College of Graduate Studies at either gra@sdsu.edu or 619-594-5213. https://grad.sdsu.edu/current-students/thesis.

The steps for completing a Thesis are briefly summarized below:

1. Identify a research topic that you are interested in.
2. Contact Faculty who are currently doing research related to your topic of interest.
3. Identify a (tenure-line) faculty member who will serve as the Chair of your Thesis Committee, and obtain written/email confirmation that they will serve as your Thesis Chair.
4. Prior to the Fall semester of your Advanced/Specialized year, send this email confirmation to the Associate Director, Dr. Dahlia Fuentes (Dahlia.Fuentes@sdsu.edu), so that you may obtain the registration number to enroll in SWORK 797 in the Fall semester.
5. Form a Thesis Committee (a Chair, plus two other Faculty members). One Faculty member must be from outside the School of Social Work. For details: https://grad.sdsu.edu/current-students/thesis
6. Meet with the Graduate Advisor to discuss the proposed thesis committee and provide them with the required information for the Thesis Committee form. The Graduate Advisor submits the completed form to the College of Graduate Studies through Onbase. (This is usually done during the Fall semester of the Advanced Year)
7. Begin literature review. This should be done during the summer term before beginning

SWORK 700-level coursework).

8. Work with the Thesis Chair to formulate the research questions and methodology of the study. (Ideally, this should be done during the summer term before beginning SWORK 700-level coursework).
9. Write up the first three chapters of the thesis (i.e., Statement of the Problem (including the research question and discussion of its significance or contributions), Review of Literature, and Methodology), and include the bibliography.
10. Meet with your committee Chair and other members to obtain feedback on your proposal prior to submitting it for IRB review and beginning the empirical portion of the study.
11. Submit a proposal to the SDSU Institutional Review Board (IRB) and obtain their approval to conduct the study. You can gather or obtain the data for the study only after the SDSU IRB has approved your proposal.
12. Registration in SWORK 799A. Registration in SWORK 799A is obtained from the College of Graduate Studies after approval of the Thesis Committee Form, #6 above.
13. *Note: Master's thesis committee packets are submitted online via your Graduate Advisor.*
14. Input the data, complete statistical analyses, and analyze the findings.
15. Write up the last two chapters of the thesis (i.e., Results and Discussion).
16. Submit draft of Thesis to Thesis Chair and committee members for their review. Revise drafts of your chapters as advised by your Chair and other committee members.
17. Present and defend the Thesis. Obtain signatures from the Thesis Committee indicating they approve the Thesis.
18. Submit the completed Thesis to Montezuma Publishing and the College of Graduate Studies.

Note: you must complete and submit the Thesis by the deadline dates specified on the College of Graduate Studies website: (a) thesis submission deadline (in March/April, date to be determined by the College of Graduate Studies); (b) thesis publication deadline (in May, date to be determined by the College of Graduate Studies); and (c) avoid reenrollment in 799B deadline (in May, date to be determined by the College of Graduate Studies). These are also posted by Montezuma Publishing. Otherwise, you will not be able to graduate on time and your graduation will be delayed until the following Semester (August).

Students often underestimate the time required for approval between the completion of the first draft and the submission of the final copy to the College of Graduate Studies and Montezuma Publishing. Your committee members need time to read and respond to your drafts, and Montezuma Publishing can also take a substantial amount of time to review formatted theses. Working backward from the submission deadline in March/April, you may likely need to have a complete draft of your thesis finished by early February in order to have your thesis properly reviewed by your Committee and to meet deadlines for a Spring semester graduation. So, even though you may not be registered for SWORK 799A until the Spring semester of your Advanced/Specialized year (e.g., 4th semester of the 2-year program), it will be necessary to complete much of the writing prior to that time if you wish to graduate at the end of that semester.

For further information regarding deadlines, please visit the College of Graduate Studies website: https://grad.sdsu.edu/announcements-and-deadlines and/or contact them at gra@sdsu.edu or 619-594-5213.

SWORK 799B Thesis Extension. If the writing, formatting, and approval processes are not completed within the deadlines for a graduation in the semester that you have enrolled in SWORK 799A, then you can enroll in SWORK 799B so that you are registered in the semester that you will actually graduate with a completed, approved, and formatted thesis. SWORK 799B may be taken through SDSU World Campus (formerly College of Extended Studies) for a lower cost than the fees through regular registration.

Comprehensive Exam (Plan B)

If you choose the Comprehensive Exam, you will take it in your final Spring Semester, not before. The exam will be given in April. The exam is scheduled again in the Summer Semester (date to be determined) for those students who did not pass the first time, or were not eligible to take the exam when Dr. Dahlia Fuentes, Associate Director, determined students' eligibility (early March), but have since become eligible.

Please note that students who have not been advanced to candidacy before the April exam date will not become eligible to graduate until the Summer Semester at the earliest. They should still apply for Summer Graduation during the Spring Semester. Students may walk in Commencement exercises if they have applied for Graduation for the Spring 2027, Summer 2027, or Fall 2027 semesters.

If the student does not pass the second attempt at the Comprehensive Exam, the third and final attempt can be scheduled for the Spring or Summer semester of the following year. You must take the Comprehensive Exam during one of the scheduled times; it is not possible to arrange a different date to take the exam.

To be eligible to take the Comprehensive Exam, students must:

1. Complete all Foundation year classes (31 units) and SWORK 744 or 740, SWORK 791 or SWORK 797, and SWORK 750 or 755.
2. Receive grades of C or above for all graded courses in the MSW program, and RP or CR for CR/NC courses.
3. Be advanced to candidacy.
4. Have a 3.0 GPA in all courses on the Official Program of Study, and a cumulative 3.0 GPA in the University**.**
5. Have no grades of Incomplete.
6. Have filed for May graduation or are eligible to graduate in August or December.

The Comprehensive Exam Study Guide will be posted on the School of Social Work website at the beginning of the Spring Semester. The School of Social Work Curriculum Committee sponsors two Comprehensive Exam Review Sessions, (one for each specialization) in the Spring semester that correspond with the study guide. These are conducted by School of Social Work faculty and are different from any student led Comprehensive Exam Study Sessions. Students are given three opportunities to pass the Comprehensive Examination.

Students who do not pass the second exam are required to design and successfully implement a plan of study that gives the student a reasonable chance of passing the exam. They should consult with the Graduate Advisor when developing the plan. The third exam cannot be taken until the Graduate Advisor and Associate Director has recommended that the student be allowed to make an additional attempt. Students who do not successfully pass the exam in three attempts are disqualified from the MSW Program and will not be recommended to be awarded the MSW degree.

Alternative Method of Meeting the Comprehensive Exam Requirement (Plan B, Publishable Paper)

Students have a third option for completing the University's required Culminating Experience. This involves researching an area of interest and writing a research article that is of publishable quality and ready to be submitted to a peer-reviewed journal. Students who are interested in this option should contact the Graduate Advisor. Students must have earned a B+ or higher in both SWORK 690 and SWORK 610 to be eligible for the option. Information about this option can be found at: https://socialwork.sdsu.edu/resources (see "Alternative to the Comprehensive Exam, The Research Publication Option")

Changing from Thesis, or Publishable Paper to Comprehensive Exam

Students may be allowed to switch from the Thesis or publishable paper options to the Comprehensive Exam, and vice versa, but must request the approval of the Graduate Advisor. If the change is approved, the advisor will submit a Change of Program form to the College of Graduate Studies.

However, a switch from one option to the other is permitted only if you have not defended the Thesis, had the publishable paper submitted for a second review by the committee, or failed the Comprehensive Exam.

Course expiration rules (Master's degrees)

Per SDSU policy approved by the Graduate Council and printed in the Requirements for Masters Degrees section of the SDSU online Catalog.

For most master's degrees, all requirements must be less than six years old at the time that the degree is awarded. For master's and joint master's degrees that require more than 36 units, all degree requirements must be less than seven years old when the degree is awarded. Time spent on leave of absence does not extend the degree time limit. Students who do not graduate by these deadlines may be subject to administrative disqualification by the Graduate Dean.

Graduation Application

Graduation does not occur automatically upon completion of all requirements. You must apply for graduation and pay the required fee. Deadlines for each semester are listed on the Academic Calendar on the SDSU website. Please check with the College of Graduate Studies for the exact date.

Applications for Graduation in the Summer Semesters are also due in the Spring Semester. If you plan to graduate in the summer, but want to go through the Commencement Exercises in May, you should file for Summer Graduation by the deadline.

Graduating students: If you are not advanced to candidacy by the beginning of the Spring Semester, you will likely not be able to graduate until the Summer Semester. However, you may still participate in the Commencement Exercises in May. All students who file for graduation will be allowed to participate in the Commencement Ceremony regardless of whether or not they qualify to receive the degree.

Graduation information will be communicated to students by the College of Graduate Studies. Inquiries about the Commencement Ceremony should be directed to the College of Graduate Studies at 619-594-5213. Announcements related to the Commencement Ceremony will also be posted online (https://commencement.sdsu.edu/) and sent to students via the graduate announcements from the Graduate Advisor. This important information is likely to be sent via the Canvas Social Work Homeroom. Read those emails!

Please note: students are not allowed to participate in the Commencement Ceremony if they fail to apply for graduation by the designated deadline. There are NO EXCEPTIONS to this University policy!

Specialized Programs

For program specific information for specialized programs, please refer to the coordinator for the specialized programs:

- Title IV-E Stipend Program: Amalia B. Hernandez at amalia.hernandez@sdsu.edu.

- SERVE: Tamara Strohauer, LCSW at tstrohauer@sdsu.edu.
- Pupil Personnel Service Credential: Paul Brazzel, LCSW at pbrazzel@sdsu.edu
- Aging and Adult Services: Yvonne Rothermel, LCSW at yrothermel@sdsu.edu
- Public Behavioral Health: Amanda Lee, LCSW at amanda.lee@sdsu.edu

V. STUDENT RIGHTS, RESPONSIBILITIES AND GRIEVANCE PROCESS

MSW Program Student Expectations: Student Conduct and Professionalism.

The complete document describing the Standards of Graduate Student Conduct and Good Progress for SDSU School of Social Work MSW Programs is in Appendix A. It is your responsibility to review and know this information well. For brevity, expectations are summarized below.

Academic Expectations

Communication:

- Regularly monitor your SDSU email and my.SDSU for official communications from San Diego State University and the School of Social Work..
- Use your SDSU.edu email for all MSW program communication.
- Stay informed of program policies, deadlines, and requirements.
- Lack of awareness of policies or deadlines is not grounds for exception..
- Review official communications regarding updates to program policies or requirements.

Academic Rigor & Time Commitment:

- The MSW program is academically rigorous and requires a significant time commitment.
- Each unit of coursework typically requires approximately 3 hours of work outside of scheduled class time per week. Plan for approximately 45–48 hours per week outside of class for a full-time course load (15–16 units) for studying, reading, assignments, and other coursework.
- You may need to adjust work, family, and other personal commitments to meet academic demands of the program.

Participation

- The MSW program is primarily in person.
- Regular on-campus attendance for classes, field seminars, and other required program activities is expected.
- Remote or online participation is extremely limited and not guaranteed.

Field Education Expectations

- Field education is a required, generally unpaid educational component of the MSW program.
- Generalist/Foundation Year is 16 hours per week; Advanced Year is 20 hours per week.
- Placements typically occur during Monday–Friday during standard business hours and are determined by agency availability and program requirements rather than student preference.

Agency Requirements

- Agencies may require additional screenings, including, but not limited to background checks, Live Scan fingerprinting, drug screenings (including random testing), immunization verification, physical exams, TB testing, and/or a valid California driver’s license.
- These requirements are determined by the agency and are generally completed at the student's expense.
- Criminal history may limit field placement options, delay program progression, employment

opportunities, and eligibility for licensure, including California LCSW licensure.
- Licensure requirements are determined by the State of California and are separate from university requirements.

Professional Expectations

Professional Responsibility

- Demonstrate respectful communication, accountability, professionalism, appropriate boundaries, and respect for diverse perspectives in academic, field, and online settings.
- The MSW program includes exposure to sensitive, complex, and emotionally challenging topics. Students are expected to demonstrate emotional regulation, openness to feedback, and maturity when engaging in these discussions.
- Practice self-reflection, time management, stress management and self-care throughout the program
- Recognize challenges early, communicate proactively with faculty or advisors, and use available university support resources when needed.

Professional Standards for Social Work Practice

- Demonstrate behaviors consistent with the values and ethical standards of the social work profession, as guided by the NASW Code of Ethics.
- Professional conduct is evaluated throughout the program in formal and informal settings, including classrooms, field education settings, student-led events, and interactions with faculty, staff, peers, clients, and community partners.
- Evaluations include how students conduct themselves, engage with peers and faculty, respond to feedback, manage conflict, uphold professional boundaries, and demonstrate respect, integrity, and accountability.
- Readiness for professional social work practice is based on both academic performance and the consistent demonstration of professional values and behaviors.

Grade Appeals

If a student is concerned that a grade earned in class by a faculty member is unfair, they should first consult with the instructor to address their concern. If resolution is not reached after speaking with the faculty member, the student can request a meeting with the Director of Social Work. The student may also consult with the University Ombudsman. The Office of the Ombudsman can be reached via this link: https://sacd.sdsu.edu/student-ombudsman

Academic Misconduct

Social work education requires continuous evaluation of the student. This evaluation includes periodic objective evaluations such as grades, performance, and field work. Continuation in social work education is contingent upon positive ongoing faculty evaluation of the student's grades, professional attributes, and performance in real or simulated professional situations. A student may be recommended for probation or disqualification from the MSW program for deficiencies in any of the foregoing. Refer to Appendix A: Standards of Graduate Student Conduct and Good Progress (page 33) for more details.

Students in the MSW program are expected to avoid all forms of academic misconduct including: cheating, plagiarizing, stealing course examinations, asking another student to sign the roll for them when they are not going to be attending class, falsifying data, violating copyright laws, and/or intentionally assisting another individual in any of those actions. Please note the following definitions and policies:

- **Cheating** "is defined as the act of obtaining or attempting to obtain credit for academic work by the use of dishonest, deceptive, or fraudulent means" (University Catalog). Several examples of cheating are listed on

https://sacd.sdsu.edu/student-rights/academic-dishonesty/cheating-and-plagiarism

- **Plagiarism** is defined as "the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained and submitting the same to the University to fulfill academic requirements without giving credit to the appropriate source." Plagiarism includes, but is not be limited to: "(a) submitting work in part or in whole completed by another; (b) omitting footnotes for ideas, statements, facts, or conclusions that belong to another; (c) omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof; (d) close and lengthy paraphrasing of the work of another; (e) submitting another's artistic works such as musical compositions, paintings, drawings, or sculptures; (e) submitting as one's own work papers purchased from research companies. (f) submitting as one's own work papers purchased from research companies; and (g) representing work produced by generative artificial intelligence (AI) as one's own." https://sacd.sdsu.edu/student-rights/academic-dishonesty/cheating-and-plagiarism.
- **Giving authorship credit.** The social work Code of Ethics states that social workers should take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed. Social workers should honestly acknowledge the work of and the contributions made by others (NASW, 2021). Students should be careful to give appropriate authorship credit to anyone from whom they have obtained information for written assignments and class presentations, including citing books, journal articles, Internet websites, class lectures, professional colleagues, and/or classmates. Student should consult their instructors if they have questions or are unclear about how to incorporate and cite the work of others.

Use of Artificial Intelligence (AI)

A student who is suspected of cheating or plagiarizing will be asked to meet with the instructor and the Graduate Advisor to assess the situation and determine the consequences that the instructor may implement. This may include failing the assignment or failing the course. The incidents relating to academic misconduct will also be reported to the Chair of the School of Social Work Student Affairs Committee. Any academic misconduct, including plagiarism infractions, will be reported to the SDSU Office of Student Rights and Responsibilities as it is mandated by the CSU Chancellor who may initiate their own consequences. Severe cases of documented academic misconduct may result in the Graduate Advisor recommending to the Graduate Division that the student be disqualified from the MSW program.

- **The SDSU Graduate Council approved a set of general principles that apply to AI in Doctoral dissertations, Master's theses, research, and many other professional spaces:**
    - Artificial Intelligence (AI), including generative tools such as ChatGPT and other large language models, is rapidly evolving and widely used in academic, business, and everyday settings. Its use in academic work requires careful, informed, and ethical engagement.
    - Theses and dissertations must reflect a student's original contribution. Students must clearly and transparently distinguish their own work from that of prior scholars. The use of generative AI tools does not absolve the student from this responsibility. Permissible uses of AI vary among degree programs, as well as the appropriate citation model.
    - Using AI does not exempt students from plagiarism or academic honesty standards. Any use of AI tools must be transparent. Students are fully responsible for maintaining integrity and properly acknowledging the original source of an intellectual contribution.
    - AI tools may create generative or predictive content. However, they may produce inaccurate, biased, plagiarized, or fabricated ("hallucinated") material. Students are responsible for their own competence when using AI, including the ability to verify the accuracy and reliability of any AI-assisted work.
    - Submitting original data or writing to AI systems carries risks to confidentiality and loss of intellectual property. Information entered may be stored, reused for model training, and later appear in responses to other users. Students must consider these risks before sharing sensitive or original material.

If you are unsure as to what constitutes plagiarism, please take the 30-minute pre-and post- online quiz: **SDSU**

Plagiarism: The crime of intellectual kidnapping by SDSU Librarian Pamela Jackson, found at: https://sdsu.libwizard.com/f/Plagiarism-tutorial.

For more information, visit the Office of Student Rights and Responsibilities: https://sacd.sdsu.edu/student-rights

Consequences for academic misconduct

Academic misconduct, including cheating and plagiarism, is a serious offense in academia and according to the University Catalog: which may warrant two separate and distinct courses of action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) student conduct sanctions, such as probation or disqualification. Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Student conduct sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university President or designated representative. The Director of the Center for Student Rights and Responsibilities shall be the president's representative in matters of student discipline.

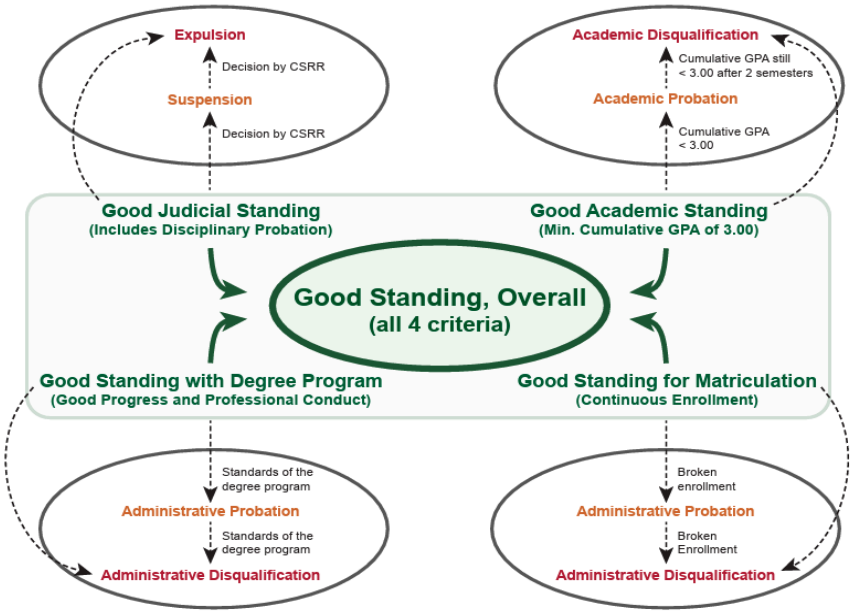
Probation, Disqualification, and Other Disciplinary Actions

Graduate Studies Good Standing Policy

SDSU considers a graduate student to be in good standing (overall) if:

- The student maintains good academic standing with the university (based on cumulative GPA)
- The student is in good conduct standing (as defined by the Center for Student Rights and Responsibilities)
- The student continues to make good progress toward the degree each semester (as defined by the graduate program)
- The student maintains matriculation (enrollment or leave of absence each Fall and Spring semester or as provided under program policy)

Please see below for the SDSU Graduate Studies Good Standing Flowchart reviewing this process.



Academic Probation and/or Disqualification:

There are three possible outcomes for academic standing: (I) Good Academic Standing, (II) Academic Probation, and (III) Academic Disqualification. Academic standing is updated at the end of each Fall and Spring semester after grades are reported (see details below).

I. Good Academic Standing

The overall cumulative GPA and SDSU cumulative GPA are both 3.00 or higher. There is no grade lower than a C in the program of study.

II. Academic Probation

Status change to Academic Probation at the end of a fall/spring semester: If either cumulative GPA or the SDSU cumulative GPA are below 3.00, the student will be placed on Academic Probation beginning with the next term.

First fall/spring semester after being placed on Academic Probation:

- If both cumulative and most recent term GPAs are 3.00 or higher, Academic Probation will be removed and the student will be in Good Academic Standing. Academic Probation notation from the prior term will remain on the transcripts.
- If the student earns a term GPA of 3.00 or higher, but still has a cumulative GPA less than 3.00, they will continue on Academic Probation for a second semester.
- If the student does not earn a term GPA of a 3.00 or higher, they will be academically disqualified shortly after the last day of the semester. They will be notified by email.

Second fall/spring semester after being placed on Academic Probation:

- If both cumulative, current and prior term GPAs are 3.00 or higher, Academic Probation will be removed and the student will be in Good Academic Standing. Academic Probation notation from the prior term will remain on the transcripts.
- The student will be academically disqualified shortly after the last day of the semester if either cumulative or recent term GPA is still less than 3.00. They will be notified by email.

Summer term on Academic Probation

- Students will not be placed on Academic Probation or Academic Disqualification at the end of summer term, regardless of whether they took summer classes.
- However, Academic Probation can be removed at the end of summer term. If letter-graded classes were completed and (at the end of summer term) both cumulative and most recent term GPAs are 3.00 or higher, the student will be removed from Academic Probation. Academic Probation notation from prior terms will remain on the transcripts.

Additional status updates

GPA changes that do not occur at the end of term may also lead to Academic Probation or removal of Academic Probation. A grade change from Incomplete would be one example.

III. Academic Disqualification

First fall/spring semester after being placed on Academic Probation:

- If the student does not earn a term GPA of a 3.00 or higher, they will be academically disqualified shortly after the last day of the semester. They will be notified by email.

Second fall/spring semester after being placed on Academic Probation:

- The student will be academically disqualified shortly after the last day of the semester if either cumulative or most recent term GPA is still less than 3.00. They will be notified by email.

Note that after Academic Disqualification, the student's Status in the Roster will also change to Dismissed.

Appeals

There is no appeal policy for academic probation. Removal or reversal of academic probation would occur through retroactive withdrawal, changes to grades that are already posted, or completion of new courses with high grades.

Students who have recently been academically disqualified have a short period of time to petition for a third fall/spring semester on probation, if the graduate advisor supports this decision. Details are printed in the University Catalog.

Administrative Probation and Administrative Disqualification

Our graduate programs are accredited by the Council of Social Work Education, which maintains a high standard for certification and for promoting professionalism. Moreover, the School of Social Work has adopted the NASW Code of Ethics as its standard for professional and ethical conduct of social work students. These standards align with San Diego State University Policies defined in the University Catalog, the Academic Senate Policy File, and other published university policies. Per university policy, the *School of Social Work* may recommend disciplinary probation or separation from the University for an MSW student who violates these policies. For more details, refer to Appendix A: Standards of Graduate Student Conduct and Good Progress for the SDSU SSW MSW Programs.

Administrative probation differs from *academic* probation (although a single student may be impacted by both). Academic probation is automatically assigned based on a student's cumulative GPA. However, administrative probation must be requested by the graduate advisor, and is based on a much larger set of criteria. Administrative probation is a serious and consequential decision that must be based on clear policy violations and/or failure to meet academic standards. For example, our graduate program may recommend administrative probation or disqualification for students who have not maintained matriculation, are not making good progress per benchmarks and timelines specific to our program, or have violated our standards of conduct. Procedures and policies are explained in Appendix A. Recommendations for administrative probation or administrative disqualification will be forwarded to the Graduate Dean, who shall make the final determination per university policy.

Policies regarding matriculation (continuous enrollment, leave of absence) are printed in the University Catalog, and our program's good progress expectations are described in Appendix A.

Administrative Probation

Students on administrative probation are considered to not be in graduate good standing.

- When a student is not in graduate good standing, funding from a variety of sources may be rescinded. This includes Unit 11 employment, tuition waivers, scholarships, and fellowships.

- Administrative Probation is a transcript entry in the corresponding semester(s), and does not disappear from the transcripts when probation is lifted.
- The advisor must be prepared to initiate administrative disqualification if the student does not satisfy their probation requirements.
- Administrative probation gives the student a one-semester opportunity to get back into good standing based on the program's standards and expectations, assuming that disqualification is not immediately justified.
- If the student's actions or inactions are serious enough to warrant immediate disqualification without a semester on probation to take corrective action the recommendation will be Administrative Disqualification.

Here are some examples of unsatisfactory performance that may justify administrative probation:

- The student has not met one or more program standards for good progress or professional conduct, which have been clearly communicated to the student.
- The student has not met the program's requirements for advancement to candidacy.
- The student failed to meet program requirements for a doctoral qualifying exam/dissertation committee formation and approval.
- The student failed to meet program requirements for Plan A thesis committee formation and approval.
- The student failed to meet program requirements for Plan B culminating experience registration approval.
- The student failed in the presentation of a doctoral qualifying examination or dissertation.
- The student failed in presentation of a thesis, comprehensive examination, or other Plan B culminating experience.
- The student cannot complete the degree without other significant policy exceptions that the graduate advisor does not support
- Degree completion is very unlikely or impossible (for example, the student is unable to meet individual course grade requirements, GPA requirements, has used their one maximum course repeat, has expired courses, etc.).

Administrative Probation for one semester (or with an approved extension, one year); normally precedes Administrative Disqualification. Immediate Administrative Disqualification without a probationary opportunity to resolve the underlying problems should be restricted to cases in which 1) safety is a concern, 2) it will not be possible to issue a degree regardless of academic progress, special petitions, or other corrective actions, or 3) other serious violations for which probation would not be a suitable alternative.

Serious Violations That Initiate a Separate Investigation

Student issues must be reported to the Center for Student Rights and Responsibilities (CSRR) when associated with alcohol use, disruptive or disorderly conduct in the classroom (or elsewhere), drug or alcohol use, fire safety concerns, fraud or falsification, misuse of technology, physical or verbal abuse or threats, theft, vandalism or damage, or weapons.

Student issues must be reported to the CSRR and the Center for Prevention of Harassment and Discrimination (CPHD) when associated with sexual misconduct, relationship abuse, domestic violence, stalking, sexual harassment, sexual assault, discrimination, harassment, or retaliation.

Immediate Administrative Disqualification (Without Probation)

Administrative Probation for one semester (or with an approved extension, one year) normally precedes Administrative Disqualification. Immediate disqualification without a probationary opportunity to resolve the underlying problems should be restricted to student cases in which safety is a concern, it will not be possible to issue a degree regardless of academic progress, special petitions, or other corrective actions, or other serious violations for which probation would not be a suitable alternative.

In rare and unusually urgent cases, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. In these situations, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Felony/Misdemeanor Conviction

Students with a felony or misdemeanor conviction should be aware that they may not be able to receive the clinical license in social work in the State of California (LCSW) and may also be excluded from certain jobs, field practicum internship sites, and/or the MSW program.

As stated in the SDSU School of Social Work MSW Admissions Application and field manual:. Students who have a history of misdemeanor and/or felony conviction(s), arrest, and/or criminal charges should be aware that they: (1) may encounter barriers in the field placement process and experience delay in the field practicum course(s); (2) may be excluded from obtaining internship placements and/or professional social work jobs; and/or (3) may not be able to receive a License in Clinical Social Work (LCSW) from the State of California.

V. SDSU CENTER FOR PREVENTION OF HARASSMENT AND DISCRIMINATION

The Center for the Prevention of Harassment and Discrimination is a resource, should students have questions or concerns related to these types of sex discrimination. Additional information on Title IX is available here https://cphd-titleix.sdsu.edu/.

Title IX Coordinator/DHR Administrator:

Gail Mendez, Director,

Center for the Prevention of Harassment and Discrimination

(619) 594-6464;

gmmendez@sdsu.edu

Office of the Ombudsmen: https://sacd.sdsu.edu/student-ombudsman

VI. SDSU RECOGNIZED STUDENT ORGANIZATIONS AND GROUPS

All graduate students are members of the Graduate Social Work Association (GSWA). Officers of this organization (i.e., the GSWA Executive Board) are typically elected during the Spring Semester and serve for the academic year following their election. The GSWA serves as an interface between the student body and the administration and faculty of the School of Social Work. GSWA officers make efforts to identify the needs and concerns of students and bring those issues to the attention of the Faculty. They may develop and conduct surveys to gain student feedback about their overall experience in the MSW program and then report the results of those surveys to students and faculty.

The extent of the GSWA's activities depends upon the degree of student involvement, which varies from year to

year. When there is a high degree of student involvement, GSWA officers recommend students to the chairs of the School of Social Work's faculty committees (i.e., Curriculum, Student Affairs, and Diversity Committees) to serve as Student Representatives. The chairs interview these students and recommend them to the Director of the School of Social Work to be appointed as Student Representatives. Student Representatives serve throughout the academic year. They are expected to attend the monthly meetings and participate as members of their assigned committee. They may: (a) provide input to the committee process from the GSWA Executive Board and graduate student body, and (b) communicate decisions made in the committee back to the GSWA Executive Board and the graduate student body.

When there is a low degree of student involvement in the GSWA, students who wish to be Student Representatives should consult with the Graduate Advisor, who will refer the students to be interviewed by the Faculty chairs of the committees and recommended for appointment by the Director of the School of Social Work.

The GSWA activities vary from year to year, but usually include both academic and social activities for graduate students. The GSWA may sponsor study sessions for the Qualifying Exam Assessment and Comprehensive Exams. These student-led GSWA study sessions are independent of the School of Social Work Curriculum Committee sponsored review sessions. They may also sponsor various social activities for graduate students throughout the year (e.g., welcome event in August and a Commencement Reception/Breakfast at graduation in May). Typically, the officers consist of a President and Vice President and a team of officers, each of whom has assigned functions (e.g., activities coordinator, part-time student representative). Announcements from the GSWA will be communicated to the student body through the Social Work Homeroom. For information about the GSWA, please contact Shelly Paule LCSW, who is the designated faculty advisor to the GSWA. She can be reached at slpaule@sdsu.edu.

The GSWA also interfaces with other student organizations in the School of Social Work, including the:

- Asian and Pacific Islander Social Work Association (APISWA)
- Black Social Work Caucus (BSWC)
- Gerontology Alliance
- Gerontology Student Association
- Indigenous Social Work Alliance (ISWA)
- Latino Student Social Work Association (LSSWA)
- Macro Social Work Student Organization
- OUTReach: for Lesbian, Gay, Bisexual, and Transgender (LGBT) Social Work and Allies
- Social Action Committee
- Student Association of School Social Workers
- Student Social Work Association at SDSU- Imperial Valley
- Phi Alpha: national honor society
- College of Health and Human Services Student Council (CHHSSC)

Students are encouraged to consider being involved in the GSWA, as well as one or more of these student organizations. Such involvement can enhance their overall experience in the School of Social Work and provide opportunities for collegiality and professional networking. For information about the GSWA, reach out to the co-presidents: Janestine Olaru and Lena Samuels.. Contact Joanne Rullan (jrullan@sdsu.edu) for the updated list of active Recognized Student Organizations affiliated with the School of Social Work.

SUMMARY OF STUDENT RESPONSIBILITIES

Students must take care of the following:

1. If applicable, make sure all conditions are met to change your status from Conditional or Unclassified to Classified within the time period established when conditional status was granted.
2. Officially add or drop classes within the established timelines.

3. Monitor your degree evaluation in my.sdsu.edu and notify the graduate advisor of any concerns.
4. Keep your overall GPA at 3.0 or above for each semester and overall GPA for the program of study.
5. Complete and pass the Qualifying Exam at the end of the semester in which you are completing all of the 600-level courses required for the MSW degree.
6. Complete the culminating experience for the MSW following one of these options:
    a. Notify the School of Social Work and University Admissions and Records of any changes in name, address, and email.
    b. Seek out your Thesis Committee (if you choose the Thesis option) and complete all required paperwork. (If you have questions, ask your Research instructors or the Graduate Advisor).
    c. Alternatively, seek out a chair for the Publishable Paper and complete all requirements as directed by the chair.
    d. Pass the Comprehensive Exam (if you select the Comprehensive Examination option, instead of the Thesis).
7. Follow the Field Practicum Instructor and/or the Director of Field Education's instructions as to field practicum meetings, field placement process timelines, field application deadlines, practicum orientation labs, etc. including following all requirements outlined in the SDSU MSW Field Manual.
8. Obtain approval for transfer units from other schools, if applicable.
9. Obtain approval from the Graduate Advisor to change your Official Program of Study.
10. File for Graduation in a timely fashion.

The College of Graduate Studies will:

1. Advance you to Candidacy when you have completed 24 units and been recommended for advancement by the Graduate Advisor. You need not fill out any forms.
2. Inform you of any discrepancies, changes, deficiencies etc. that may bear on your progress through the University.
3. Evaluate you for graduation after you file for it. They will let you know what you still need to complete for the degree. They will remind you that no degree can be awarded until grades of incomplete are removed, all requirements are met, and you have a 3.0 or better GPA. The School of Social Work can only recommend you for the degree. San Diego State University awards it to you.

The School of Social Work will:

1. Complete and file the proper paperwork to change your status from conditional to classified.
2. Forward your Official Program of Study to the Graduate Division, and sign/verify your advancement to candidacy.
3. Dr. Dahlia Fuentes, Associate Director of the School of Social Work, handles all the formal paperwork for the School of Social Work and can help you if there is a problem. Please contact her at dfuentes@sdsu.edu.

VII. GRADUATE ADMINISTRATION

Dr. Jong Won Min, Director, School of Social Work
Dr. Dahlia Fuentes, Associate Director
Shelly Paule, LCSW, Graduate Advisor
Dr. Annie Keeney, MSW Program Director
Dr. Lianne Urada, MSW/MPH Dual Program Advisor
Paola Hernandez, SDSU-IV MSW Site Program Coordinator
Amanda Lee, LCSW, Director of Field Education

VIII. STIPENDS, SCHOLARSHIPS, AND SDSU RESOURCES

- Information on scholarships, stipends, and financial aid are available on the University web site: https://sacd.sdsu.edu/financial-aid/scholarships/sdsu-aztec-scholarships
- Resources specific to the SDSU MSW Program can be located here.

Appendices:

- Appendix A: Standards of Graduate Student Conduct and Good Progress for the SDSU SSW MSW Programs
- Appendix B: See NASW Code of Ethics, Available at: https://www.socialworkers.org/About/Ethics/Code-of-Ethics
- Appendix C: Maintaining Client Confidentiality
- Appendix D: Social Media Policy
- Appendix E: Change of MSW Program Status Form (From 2-year to 3 or 4-year MSW Program)
  - Prior to completing this form, meet with the Graduate Advisor

SDSU | College of Health and Human Services
School of Social Work

Standards of Graduate Student Conduct and Good Progress for the SDSU School of Social Work MSW Programs

SDSU is committed to creating a supportive and inclusive environment in which all of our students can thrive. To that end, this document provides guidance about our expectations for student conduct that will ensure good progress through the Master of Social Work (MSW) degrees in the School of Social Work.

This document is available to our program's graduate students, faculty, and associated staff. Our graduate programs are accredited by the Council of Social Work Education, which maintains a high standard for certification and for promoting professionalism. Moreover, the School of Social Work has adopted the NASW Code of Ethics as its standard for professional and ethical conduct of social work students. These standards align with San Diego State University Policies defined in the University Catalog, the Academic Senate Policy File, and other published university policies. Per university policy, the *School of Social Work* may recommend disciplinary probation or separation from the University for an MSW student who violates these policies.

These policies in our program seek to:

- provide each student with an opportunity to complete their degree
- maintain a respectful, collegial, engaging, and vibrant educational atmosphere
- protect the health, safety, welfare, property, and human rights of all members of the university community
- maintain the academic integrity of the program

Graduate students at San Diego State University are expected to uphold the highest professional standards, academic integrity, and ethical behavior during their time in the program. This commitment extends to all professional activities, both on and off campus, including travel to conferences and meetings, where students represent their program, department/school, and the university.

Key SDSU Resources and Contacts

Serious and immediate mental health crisis

Students may need professional counseling services when experiencing changes in mood or behavior, anxiety or depression, psychosomatic symptoms, self-injury, or contemplating suicide. If you are a student, please explore services offered through your healthcare provider and SDSU Counseling & Psychological Services.

Emergency services are available from many campus partners:

- Call Counseling & Psychological Services at 619-594-5220 during business hours: Monday through Friday, 8:00 AM - 4:30 PM.
- Call the San Diego Access and Crisis 24-hour Hotline 888-724-7240, or text HOME to 741741.
- The Student Health Services Nurse Advisory Line is 888-594-5281.
- Also, contact your health care provider to learn about their emergency services.
- Students may contact University Police, by dialing or texting 9-1-1 for immediate endangerment emergencies. Dispatch will ask a series of questions to assess risk and safety, and then deploy SDSU's Psychiatric Crisis Assessment Support Team (P-CAST) if appropriate.

Serious intimidation and threatening speech

SDSU is an academic community in which vigorous debate is expected in the pursuit of knowledge. Thus, scholars

must understand how to engage in this debate with respect and professionalism.

- Please review our Principles of Community.
- Please review our guidelines regarding free speech, freedom of expression, and hate speech.
- Please review Inclusive SDSU, an online communication resource designed to assist campus and community efforts to promote an inclusive educational environment for all.

As a public university, SDSU upholds the rights and principles of speech protected by the First Amendment. *Unprotected speech* includes harassment, discrimination, defamation, and some other categories. Some forms of bias, including hate crimes, discrimination, and harassment, are prohibited under law, SDSU conduct policies, and/or California State University system policy. Although not all acts of bias are considered a crime or violate CSU policy, they may contribute to creating an intimidating or hostile environment for individuals and groups affected and are counter to SDSU's Principles of Community.

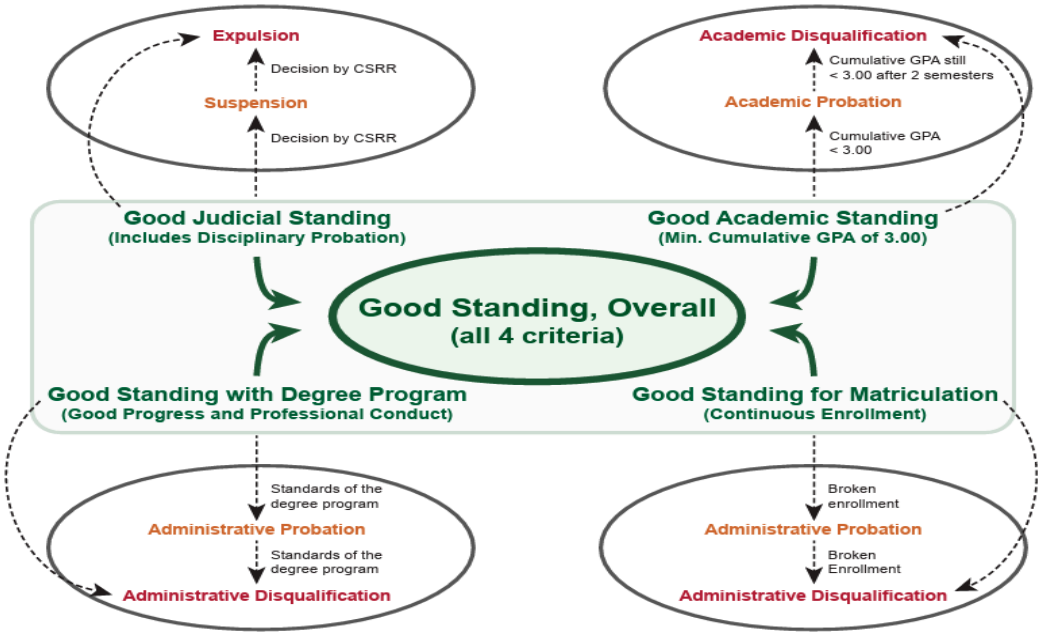
Students, faculty, and staff are encouraged to report all acts of bias, discrimination, and harassment so that the university can take appropriate action. Always call 9-1-1 if you or someone you know is in danger. If it is not an emergency and you do not know where to turn, you can report issues by visiting Inclusive SDSU. The course of action taken by the university, including any resulting disciplinary outcome, will depend on the particular facts and circumstances involved. Given privacy and other restrictions, the university may not be able to share all information and outcomes with those who report concerns.

Serious and immediate physical endangerment

On very rare occasions, an individual initiates or escalates disruption so serious that it is perceived to endanger safety. Should conduct of this nature occur, faculty, staff, and students are instructed to contact University Police immediately. Dial 9-1-1 or text 9-1-1 for immediate endangerment emergencies. In addition, when it is safe to do so, please contact Dr. Lee Mintz, Executive Director for the Center for Student Rights and Responsibilities (CSRR), at (619) 594-3069 or lmintz@sdsu.edu, so that the matter may be addressed through the student conduct process immediately. Please note faculty may only remove a student from the class period during which the disruption occurred. CSRR can remove a student from the remainder of the class sessions and/or the university when warranted.

Additional information and resources

The College of Graduate Studies provides information and web links to many relevant university policies and resources on its web pages.



Good Standing policy for graduate students (overall policy)

Per university policy, graduate students are considered to be in Good Standing with the College of Graduate Studies if they:

1. Maintain good academic standing with the university (based on cumulative GPA),
2. Are in good student conduct standing (as defined by the Center for Student Rights and Responsibilities),
3. Make continued good progress toward the degree each semester (as defined by the graduate program) and
4. Maintain matriculation (enroll in classes or file Leave of Absence each Fall and Spring semester)*

** doctoral students at a partner campus can have a partner campus form filed by their program director to maintain active status.*

Appeals may be submitted in writing to the Graduate Dean to reinstate Good Standing with the College of Graduate Studies. The consequences for loss of Good Standing may also be appealed in writing to the Graduate Dean.

Although infrequent, students may be put on probation or disqualified from the university through a number of mechanisms. Here are three that apply to graduate students:

1. Academic probation and disqualification

   To remain in good academic standing, graduate students must maintain a post-baccalaureate cumulative GPA of 3.00 or higher, calculated both with and without approved transfer courses. Students who have a post-baccalaureate cumulative GPA below 3.00 are subject to academic probation. Students on academic probation must meet these standards in the subsequent semester or be subject to academic disqualification. Details are printed in the University Catalog.

2. Administrative probation and administrative disqualification

   Our graduate program may recommend administrative probation or disqualification for students who have not maintained matriculation, are not making good progress per benchmarks and timelines specific to our program, or have violated our standards of conduct. Procedures and policies appear below. Recommendations for administrative probation or administrative disqualification will be forwarded to the Graduate Dean, who shall make the final determination per university policy.

   Policies regarding matriculation (continuous enrollment, leave of absence) are printed in the University Catalog, and our program's good progress expectations are described in this document.

3. Disciplinary suspension and expulsion

   Violations of the Student Code of Conduct, including but not limited to academic dishonesty, disruption, threats and intimidating behavior, and failure to follow directives, will be investigated. The Code of Conduct may apply to both on- and off-campus behavior. Sanctions may include suspension or expulsion from the California State University system. If you have any questions about the Student Code of Conduct or what constitutes unacceptable behavior, please review the Code of Conduct and contact the Center for Student Rights and Responsibilities at (619) 594-3069.

Good Progress Policy for Master of Social Work (MSW) Programs

Graduate students in our programs are considered to be making good progress if they:

1. Enroll in classes each Fall and Spring semester. Students who are unable to enroll in classes for financial, medical, or other personal reasons must file for a Leave of Absence with the university early in the corresponding Fall or Spring term and email our program's graduate advisor to let them know their plans.
2. Remain on track toward a goal of degree completion within 1-2 years, if admitted to the full-time options, or within 3-4 years if admitted to the part-time option, after beginning the degree by completing enough courses each year and meeting other program benchmarks.
3. Earn grades in each individual course and maintain an average GPA so that all university and degree

requirements are met. See the College of Graduate Studies Grade Requirements flyer for a summary.

4. Meet the Field Practicum timeline, benchmarks, and other requirements that are described in the Field Education Manual contained in the School of Social Work Student Resources webpage.
5. Meet the Qualifying Examination timeline and benchmarks that are described in the MSW handbook and, more specifically, outlined in the guidelines contained in the School of Social Work Student Resources webpage.
6. Meet the culminating experience timeline and benchmarks that are described in the MSW handbook and, more specifically, outlined in the guidelines contained in the School of Social Work Student Resources webpage for each specific option, i.e., Plan A Thesis, Plan B Comprehensive Examination, and Plan B Research Publication option.
7. Complete all Master's degree requirements (coursework and non-coursework) within the time limitations that are outlined in SDSU policy. Coursework does expire over time.

Standards of Conduct for *School of Social Work MSW Programs*

Standards of conduct are central to the values and missions of SDSU's School of Social Work MSW Programs, as they are to the Social Work profession. They are a core part of our program's mission to prepare versatile leaders for professional, ethical, and advanced specialist social work practice, while empowering students from diverse backgrounds to achieve upward socioeconomic mobility. High professional standards are fundamental to maintaining employers' and the public's trust in our graduates and in the profession more broadly.

Our graduate students must adhere to the following professional standards:

- Act with integrity, competence, professionalism, respect, and in an ethical manner with faculty, staff, students, employers, and colleagues.
- Place utmost importance on academic integrity and honesty and respect others' intellectual property and individual work.
- Respect instructional and scholarly activities. Avoid conduct that distracts or intimidates others in an instructional setting and other university activities.
- Respecting diverse opinions, perspectives, and cultures.
- Accurately represent work and acknowledge the contributions of others.
- Adhere to expectations of professional conduct in research/creative spaces.
- Adhere to the Student Conduct Code as outlined on the Center for Student Rights and Responsibilities website and in CSU Executive Order 1098 (some of which are reproduced in the SDSU online Catalog).

Additional program-specific information

The goals of the MSW Program are to implement the mission by preparing advanced practitioners in the specialized areas of Direct Practice/Clinical or Administration/Community Development who:

1. Are well-grounded in the values and ethics of the profession;
2. Have multiple competencies that can be used in a wide variety of settings, with systems of various sizes and with diverse and vulnerable populations;
3. Are able to critically examine issues of social, economic and environmental justice and are committed to the realization of human rights;
4. Utilize research evidence in practice decision making;
5. Are committed to lifelong professional development; and
6. Are prepared to be leaders in the profession.

Students are expected to be professional when enrolled in the SDSU School of Social Work. This entails both behavioral and ethical appropriateness in all interactions. Social work education requires continuous evaluation of the student as both self-reflection and external evaluation. This evaluation includes periodic objective

evaluations such as grades, performance, and practicum work. Continuation in social work education is contingent upon positive ongoing faculty evaluation of the student's grades, demonstration of professional attributes, and performance in real or simulated professional situations. A student may be recommended for disqualification from the MSW program for deficiencies in any of the foregoing.

The SDSU School of Social Work has adopted the National Association of Social Workers Code of Ethics as its professional standard. Thus, as adult learners, social work students are bound by the ethical guidelines of the NASW Code of Ethics, which are relevant to professional behavior for a student in the MSW program. A few examples of behaviors or situations that are not consistent with these ethical standards are listed below:

- Applying practice and/or service delivery outside the scope of social work practice.
- Violating the social worker's ethical responsibility to clients, colleagues, the agency setting, and the social work profession.
- Misrepresenting oneself as other than a social work student or an intern while in the MSW program.
- Being disrespectful to instructors and peers in class, as well as to colleagues and supervisors in an internship by verbal and non- verbal communication (e.g., language used in email and written work, voice tone, volume, etc.).
- Attending an internship under the influence of alcohol or drugs and exhibiting unprofessional behavior. Professional and ethical behavior requires students to be free of substance use.

Behavior that may be reviewed by the School of Social Work

Some types of unsatisfactory conduct may cause our program to recommend administrative probation or disqualification to the College of Graduate Studies. Our program's decision regarding an appropriate disciplinary action may be separate from and in addition to actions taken by the Center for Student Rights and Responsibilities. Unsatisfactory conduct includes (but is not limited to) what is detailed in the list above under Standards of Conduct for the School of Social Work MSW Programs, as well as the following:

- Cheating, plagiarism, and other forms of academic dishonesty in coursework (refer to the Center for Student Rights and Responsibilities policy regarding what constitutes cheating and plagiarism).
- Falsification, alteration, or misrepresentation of official or unofficial records or documents, including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.
- Failure to act in a professional manner towards university officials. This includes faculty, staff, and administrators in University-related activities. It also includes degree- or course-associated off-campus conduct during an internship, project, or similar activity.
- Failure to comply with directions of university officials acting in the performance of their duties or resisting or obstructing such university officials in the performance of their duties.
- Willful, material, and substantial disruption or obstruction of university-related or university-sponsored activities, including, but not limited to, study, teaching, advising, research, officially invited speakers, public safety, fire, police, or emergency services, or other authorized activity.
- Theft (or attempted theft) of property or services within the university community; possession of stolen property regardless of origin; or misappropriation of university resources.

Reporting unsatisfactory student conduct (faculty and staff)

Faculty and staff who become aware of unsatisfactory or unprofessional student conduct either in or outside of a course may take a variety of actions, depending on the conduct.

- Faculty should follow the progressive procedures outlined in the Faculty Handbook, found on Faculty Advancement's website (p.35 under Student Discipline).

- If the behavior violates the Student Code of Conduct or those listed in the previous section, faculty or staff are expected to refer these matters (with supporting documentation) to the Center for Student Rights and Responsibilities, the graduate advisor, and the SSW Director and Associate Director. Referrals are especially warranted when 1) there is a documented history of progressive alleged violations of conduct standards in their field and/or 2) a particularly significant incident has occurred.

Reporting unsatisfactory student conduct (students)

- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student in a course, the student should report the violation to the faculty member teaching the course.
- If a graduate student is concerned with unsatisfactory and unprofessional conduct of another student outside of a course, the student should report the violation to their graduate advisor, department chair or school director.

Administrative probation, administrative disqualification and other significant actions

Each communication shall be sent to the individual's SDSU email address (for student employees, their student email address).

1. Review of unsatisfactory conduct

Reports of unprofessional conduct will be reviewed by the MSW Advisor, the School Director, and the Associate Director to determine if the issue should be accepted for investigation or should be addressed via alternative means. When warranted, a thorough investigation of the incident(s) shall include the opportunity for all parties involved to be heard and an examination of relevant written and/or other evidence. When warranted, a referral will also be made to the Center for Student Rights and Responsibilities.

2. If they find the conduct to be in violation of Conduct Standards, they may recommend verbal counseling, written warnings, placing the student on administrative probation, or administrative disqualification from the graduate program. These recommendations may be separate from and in addition to actions taken at the university level by the Center for Student Rights and Responsibilities.

3. On behalf of the SSW Director and Associate Director, the graduate advisor shall communicate a decision in writing to the student. If appropriate, the decision shall also be communicated to impacted faculty or staff members, as well as the academic college dean or designee.

4. Administrative probation or disqualification may be recommended to the Graduate Dean for students who do not meet one or more of the Good Standing criteria and/or violate the conduct standards outlined in this document. Policy pertaining to administrative probation and administrative disqualification is printed in the SDSU Catalog. Note that *administrative* probation or disqualification may be recommended even if the student is in good *academic* standing (with a cumulative GPA of 3.00 or higher).

5. The student may appeal the committee's findings or recommended sanctions by submitting a 1-2 page letter to the graduate advisor and the School Director. This appeal must be submitted within 7 working days after the notification email was sent.

6. Student appeals shall be reviewed by the School Director within 10 working days after receipt. All individuals (identified in items 2-3 above) shall be notified of the Committee's appeal decision.

7. The Graduate Dean or designee is responsible for procedures and notifications that relate to administrative probation, administrative disqualification, or other actions that require university-level action. Depending on the specific situation, disqualified students may be permitted to complete the term or immediately discontinue enrollment.

8. Per university policy, disqualified students cannot enroll in SDSU or classes through the SDSU Global Campus for one full semester. In order to resume studies in an SDSU graduate program after one semester, the student will need to apply for readmission through Cal State Apply. Readmission (whether the same graduate

program or a different program) is not guaranteed. Each applica**tion is considered on an individual basis by the corresponding graduate program.**

Appendix C:
SDSU School of Social Work Policy and Guidelines *On Maintaining Client Confidentiality*

Marjorie Milstein, LCSW
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Ph.D. May 2000

SDSU School of Social Work Policy on Maintaining Client Confidentiality

Students will maintain *at all times* the confidentiality of clients assigned to them in their field placement. They will protect the confidentiality of their clients when writing papers for their classes and when presenting cases in classes or in integrative seminars by changing clients' names and disguising all identifying information. Please refer to the School of Social Work Guidelines for Maintaining Client Confidentiality for guidelines on how to protect and maintain client confidentiality and for suggestions on how to appropriately disguise identifying information.

SDSU School of Social Work Guidelines on Maintaining Client Confidentiality

Although we need to practice in accordance with the law and the NASW Code of Ethics in regard to confidentiality, the most compelling reason to maintain confidentiality should be out of respect for our clients. Veteran social work educator Alfred Kadushin advised that we should think of client information as a valuable possession of the client's temporarily lent to us. In fact, we need to remember that ownership of client information *always* resides with the client.

Though most mental health professionals are conscientious and intend to maintain the confidentiality of their clients, in fact many make unintentional mistakes throughout the course of their careers. The complexities involved in maintaining confidentiality are not a simple matter, and there are many challenges to our best intentions once we get out in the field and begin to practice.

Students are advised to carefully read the confidentiality policy of their field agency so that they are absolutely clear about with whom they may speak after the client agrees to receiving services from their agency.

Violations of Confidentiality

The following is a list of some common mistakes that practitioners or students may make that jeopardize clients' confidentiality:

- Leaving a message (other than just your name) for a client with someone other than the client or on a common answering machine.
- Accidentally running into a client in public and inadvertently revealing the nature of your relationship to others who happen to be around.
- Needing to share or just blow off steam and talking to a friend or family member about your

day, and thus discussing client information.

- A family member of a client calls to get a message to your client and you agree to deliver it, thereby revealing the fact that you are seeing the client.
- A caring, concerned family member of your client calls wanting to know how she can help, or to share some information with you about the client, and you either inadvertently acknowledge that you are seeing the client and/or engage with the family member in a discussion about the client. In this example the client is not a minor, is not in danger of hurting oneself or another, and is oriented to person, place, and time.
- Feeling you need to answer a question regarding a client from someone with some authority, without a release (e.g., an emergency-room doctor, a lawyer, an insurance company representative, probation officer, etc.).
- A friend or colleague refers a client to you, wants to know if he or she called and how things are going, and you say yes and share a few things. Likewise, you call to thank a colleague for a referral without the client's permission.
- You run into a referral source who would like to know how things are going with a case, and you share a few things without a release from the client, or in a public place where the information can be overheard.
- A friend enthusiastically says she hears you are seeing someone she knows and that you are really helping. You acknowledge that you are in fact seeing the client.

Guidelines for Maintaining Confidentiality

Client information can be communicated verbally, nonverbally, or in written form, and all types of information need to be protected. The following are some suggestions for protecting client information:

- Get all necessary releases of information/informed consent in written form. If due to some pressing necessity you can only obtain it verbally, document that the client gave you the permission and then follow-up with a written release as soon as possible.
- Should you need to discuss a case or consult with another professional in the classroom or with an outside supervisor to obtain help with the care of your client, make sure you have adequately disguised all identifying information so the client is not recognizable. (See guidelines for disguising client information.)
- Should you ever recognize a client being discussed in an agency, classroom, etc., or with a person with whom you have some social or otherwise nonprofessional relationship and who is not aware that you may be privy to private information about that client, you should excuse yourself from the discussion and leave the room. (This is an ethical matter not a legal one.)
- Client information of any kind should not be transported out of the agency without explicit consent of the agency supervisor
- Client information should always be locked up or otherwise protected. Don't leave papers with lists, appointment books, or documents with confidential information unattended (even if you are physically present). This includes writing case notes in public areas where others might see.
- It is your responsibility to educate or otherwise inform other nonprofessional personnel if you feel that they are in any way inadvertently exposing client information (e.g., leaving unfinished reports on the computer screen during lunch or speaking about clients in earshot of other people).
- When faxing information about a client, make sure you include a statement indicating the confidential nature of transmitted information on cover sheets.

- Client information must be adequately disguised when used for class assignments. Process recordings should be shredded after use, as well as papers containing client information when no longer needed for educational purposes.

Senate bill 19, sec. 56.101 reads, "Every provider of health care, health care service plan, or contractor who creates, maintains, preserves, stores, abandons, or destroys medical records shall do so in a manner that preserves the confidentiality of the information contained therein. Any provider of health care, health care service plan, or contractor who negligently disposes, abandons, or destroys medical records shall be subject to the provisions of this part."

Guidelines for Disguising Client Information

Regarding the disguising of confidential information, Senate Bill 19, section 56.05f states, "Medical information means any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care or health care service plan regarding a patient's medical history, mental or physical condition or treatment."

"Individually identifiable means that the medical information includes or contains any element of personal identifying information sufficient to allow identification of the individual such as the patient's address, electronic mail address, telephone number or social security number, or other information that, alone or in combination with other publicly available information, reveals the individual's identity."

When preparing case material for classroom discussion or assignments, all identifying information must be deleted and disguised so as to maintain, with certainty, the confidentiality of the client. However, students should not change the essential character of the case so that the analysis is affected. To ensure that legal compliance with confidentiality, students should check with their field instructor to make sure that they have disguised case information adequately.

The following are suggestions for disguising client information:

- Disguise ages of all individuals discussed, though keep within the same developmental stage or subphase.
- Disguise all names and clearly indicate in the paper that names have been changed.
- Give no exact dates, including birthdates, referral dates, marriage dates, divorce dates
- Give no specific places, including place of employment, birthplace, neighborhood, etc. Describe and disguise in general terms (e.g., client grew up on the west coast in a mid-size city, in a poor neighborhood).
- Disguise exact occupations, describe in a general way (e.g., works in the helping profession, works in a blue collar job, etc.).
- Disguise all numbers (e.g., exact years of education, exact years of marriage, etc.).
- Consider other aspects of the case that you can change without compromising the integrity of the case analysis:

    - Could you change or not state the specific drug to which an individual is addicted?

    - Could you change the exact nature of a physical problem?

Social Media Guidelines

Prepared by Candy Elson & Jessica Robinson
March 2015

For those of you who grew up in the digital age and are familiar with the positives and pitfalls of social media, this information may be redundant. However, we hope these guidelines serve as a helpful reminder to all of us, whether we consider ourselves social media experts or novices. When using social media as a means of communication and interaction inside and outside the classroom, there is potential for misinterpretation of relationships and posted information; therefore, we recommend students consider these guidelines.

General Social Media Guidelines

Students' online and digital communications and postings should comply with ethical standards of the social work profession and SDSU School of Social Work guidelines. Students should recognize that digital and Internet-based social networks and communications are not necessarily private and may cause boundary confusion and inappropriate dual relationships. Social work students who choose to participate in online and other digital forums should assume that anything posted, linked to, commented on, uploaded, or subscribed to might be accessed and archived, posing potential harm to clients, professional colleagues, professional reputations, and careers.

Social work students who use online and digital tools (such as Facebook, LinkedIn, Twitter, Instagram, email, Canvas, text messages, and blogs) should be aware of how their communications, messages, and postings may be perceived by clients, colleagues, SDSU faculty and administrators, and members of the general public. Social work students should take steps to prevent any online or digital communications or postings that are unethical for a professional social worker or social work student.

Students should not post any unethical information or photos. Students should carefully consider the potential implications of posting personal information online or through other digital means. Students should take steps to prevent client access to their online social networks and maintain clear boundaries when their professional duties include communicating with clients using email or mobile phone technology.

Students should take steps to prevent any unauthorized or otherwise unethical disclosure of confidential information about clients or other parties when using online websites or other digital technology. Further, students should ensure that any comments about professional colleagues, field placement agencies, or members of the School of Social Work community that they post online or through the use of other digital technology adhere to standards in the NASW Code of Ethics and SDSU policies.

Expectations for Students

1. **Realize that social media puts anyone on the world stage.**
   Do not post anything that you would not want your employer or family to see and do not write anything that you would not say to someone face-to-face. Managing your privacy settings, adjusting your privacy settings to require approval before posting, and remembering to log off any social media accounts are some steps that can be taken to protect your privacy.

2. **Be aware of liability and your reputation.**
   You are responsible for the content you publish, using any form of user-generated content

such as blogs, discussion forms, posts, chats, audio files. Many employers are conducting web searches on job candidates before extending any offers. Be aware that what you publish can remain public for a long time, and anything inappropriate could come back to haunt you!

3. **Respect your audience.**
   Use respect as a guiding principle when interacting with others through social media. Treat others the way you expect to be treated. If you feel upset or angry about a subject, postpone commenting until you feel calm and rational enough to do so. Do not use slurs, personal insults, or obscenities. Social media should not be used to attack or insult others.

4. **Protect your own and the SDSU School of Social Work's good name.**
   Identify yourself and your role at SDSU's School of Social work when appropriate, especially during times you are working for and referencing the SDSU School of Social Work. Even in your personal social media sites, be aware that you may be known as a member of the SDSU School of Social Work. For that reason, when referencing SDSU, it is important to clearly state that your personal opinions are in no way attributable to our School. Students should exercise caution, sound judgment, and common sense when using social media.

5. **Protect your privacy as well as the privacy of others**.
   Do not share passwords, personal, confidential or proprietary information about employees, students, faculty, staff, or college partners. Releasing this information can violate state and/ or national laws (e.g., HIPAA, FERPA) and could cause you to be liable for damages. Once something is publicly shared, it can never again be private.

6. **Be truthful while being positive.**
   Any comments made should add value to the conversation. Honesty or dishonesty may be quickly noticed in a social media environment. Make sure to separate and differentiate your personal identity from your college identity.

7. **Avoid or report inappropriate material.**
   Students may find themselves in online conversations or on websites that contain inappropriate material or malicious material regarding the SDSU School of Social Work. Your best course of action is to report your concerns to someone in authority at the School.

8. **No electronic stalking or bullying.**
   Using the Internet or other electronic means to bully, stalk, or harass an individual is not tolerated at the SDSU School of Social Work. Examples of this type of stalking include making false accusations against another individual, monitoring someone's activities, making threats, stealing someone's identity, the solicitation of sex or gathering information in order to harass.

9. **Do not post inappropriate images.**

   Do not share sexually explicit photos or videos of yourself or others. Keep in mind that once such images are made public by sharing them with even one other person, you can never get them back. Images may be copied, re-posted and shared in a variety of ways. Sharing sexually explicit material may result in serious legal consequences.

10. **Consequences for inappropriate use.**
    Violating the expectations outlined in this document while using social media, may result in disciplinary action.

Right of SDSU School of Social Work to Administer its Social Media Content

Except where precluded by law, the School of Social Work may routinely monitor School- related social media and online sites such as the School's website, Facebook page and Twitter account, as well as other websites with content that references the SDSU School of Social Work. Although individual student's social media communication is not routinely monitored, the School of Social Work expects that communication concerning its members will be professional, courteous and socially appropriate for an institution of higher education.

Acknowledgement

These social media guidelines were originally developed by the University of Michigan and Rhode Island, School of Social Work, and have been edited and revised for the San Diego State School of Social Work community. We thank our colleagues at the University of Michigan and Rhode Island, for sharing them with us and giving us permission to adopt and modify them for San Diego State University. Also review the NASW Standards for Technology in Social Work Practice: https://www.socialworkers.org/Practice/NASW-Practice-Standards-Guidelines/Standards-for-Technology-in-Social-Work-Practice.